

SECRET

62-2338

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Deputy Chief, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

10 December 1961

23 December 1961

11

1

JUSTIFICATION

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with an "Eyes Only" Project.

DATE

25X1A9a

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Requested by

25X1A9a

CONCURRENCE (if applicable)

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

Deputy Chief, Finance Div.

AUTHORIZATION

TYPED NAME

E. H. Saunders, Comptroller

25X1A

DATE CONCURRED

27 December 1961

DATE AUTHORIZED

2 JAN 1962

462-2338

~~SECRET~~

FORM 1293 OBSOLETE PREVIOUS EDITIONS.

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(1-49)

REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

STATINTL

NAME



GS-8

PERIOD

10-23 December 1961

COMPONENT

NSA/SS/CI

ORGANIZATION

2235-1400-1000

DATE

TIME

OUT

IN

DATE

13 Dec 61

1730-2030

3

16 Dec 61

1030-1430

4

23 Dec 61

0830-1230

4

11

STATINTL

REMARKS

11 Hours Overtime



21 December 1961